

Libraries – Ensuring Information and Communications is Accessible

One and Half Hour Workshop (1.5 hours) **\$50 per person (group rates available)**

This workshop is recommended for any staff persons that are responsible for ensuring public information in libraries has been created so that it is readable, understandable and accessible for all. It is a learning experience, which will help any staff person.

Workshop Overview

How do you as a library ensure you are providing information and communications in an accessible manner? This presentation helps all staff to understand the various disabilities and what assistive devices a person could be using to access your information.

You will see a demonstration of an individual who is Legally Blind and uses JAWS (software program) to access a document. She will show the audience the difficulty and frustration of working with a document that is not accessible.

You will also learn the fundamentals of how to create accessible information, when you are creating brochures, flyers, business cards, signage or any document for the public. You will learn why it is important to use proper fonts, font sizes, colour contrast and various writing principles to make a document more accessible for people with disabilities. We show examples of accessible libraries. We also show examples of accessible libraries. Accessible information helps everyone, not just people with disabilities.

Workshop Modules

- What are libraries legislated requirements under Accessibility for Ontarians with Disabilities Act?
- Understanding various disabilities
- Assistive devices
- Fundamentals of Accessible Documents: Clear Writing Principles, Clear Print Guidelines and Effective Colour Contrast
- How do libraries provide accessible information and communications?
- Demo Assistive Device – accessible and inaccessible document
- Improving accessibility – samples of accessible libraries
- Service animals in libraries